

Instructions for 2015 RPS Reporting Year

The California Energy Commission's Renewables Portfolio Standard (RPS) 2015 reporting due date for load-serving entities (LSEs) is July 1, 2016. The use of the Western Renewable Energy Generation Information System (WREGIS) is required for retail sellers and publicly owned utilities (POUs) to track and report their RPS procurement as part of California's RPS compliance. The tables below summarize the reporting requirements and the specific reports and forms that must be submitted to the Energy Commission to fulfill the 2015 reporting requirements.

Energy Commission RPS Reporting Requirements for <u>all</u> LSEs; due July 1, 2016		
Reporting Requirement	Form/Report To Submit	How To Submit
RPS claims	WREGIS State/Provincial/ Voluntary Compliance Report	The Report is emailed from WREGIS to the Energy Commission. See Section IV. A. 4. (below) for detailed instructions.
Attestation for 2015 RPS claims	WREGIS State/Provincial/ Voluntary Compliance Report and WREGIS e-Tag Summary Report Attestation Form	Download form from Energy Commission website: http://www.energy.ca.gov/portfolio/documents/rps_verification.html . Fill in the reporting year, titles of reports being attested to, authorized officer or agent and load serving entity information, sign and date. Email the signed form to RPSTrack@energy.ca.gov or mail a hardcopy to the address on the Instructions page of the form.
Prior period adjustment corrections only or POU claims for vintage 2011-2013 RECs	CEC-RPS-Track	Download form from Energy Commission website: http://www.energy.ca.gov/renewables/documents/index.html#rps . Fill in claims information. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.

RPS Reporting Requirements for POU's only; due July 1, 2016		
Reporting Requirement	Form/Report To Submit	How To Submit
POU Compliance Report	CEC-RPS-POU	Download form from Energy Commission website: http://www.energy.ca.gov/portfolio/documents/rps_verification.html . Fill in the required information. The tabs of the spreadsheet are color coded. All POU's fill out the blue tabs, and all POU's except those that qualify for 399.90 (j), 3204 (a)(8) and 3204 (a)(9) fill in green tabs. POU's that qualify for 399.90 (j) fill in red tabs, and POU's that qualify for 3204 (a)(8) and 3204 (a)(9) fill in purple tabs. Placeholder: Need to add Merced instructions. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.
Hourly meter and hourly final schedule data (if applicable)	CEC-RPS-Hourly	Download form from Energy Commission website: http://www.energy.ca.gov/portfolio/documents/rps_verification.html . Fill in hourly meter and final schedule data. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.
E-Tag Data	CA e-Tags Report	The Report is emailed from WREGIS to the Energy Commission. See Section IV. A. 5. below for detailed instructions.
E-Tag Data not available in WREGIS	CEC-RPS-e-Tag	Download form from Energy Commission website: http://www.energy.ca.gov/portfolio/documents/rps_verification.html . Fill in e-Tag data and information on the matching WREGIS or RPS Track claims. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.

RPS Reporting Requirements for Generators; due April 1, 2016		
Reporting Requirement	Form/Report To Submit	How To Submit
Fuel use and Generation data from facilities that use one or more non-renewable fuels, or with generation that was not tracked in WREGIS during the 2015 calendar year.	CEC-RPS-GEN	Submit to the Energy Commission by the facility or facility owner. Download form from Energy Commission website: http://www.energy.ca.gov/portfolio/documents/rps_verification.html . Fill in monthly generation and fuel use data. Email the signed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.
Functionally dedicated pipeline biomethane data	CEC-RPS-FDP	Submit to the Energy Commission by the facility or facility owner. Download form from Energy Commission website: http://www.energy.ca.gov/portfolio/documents/rps_verification.html . Fill in monthly generation data. Email the completed form to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.
Pipeline biomethane data	CEC-RPS-CCP	Submit to the Energy Commission by the facility or facility owner. Download form from Energy Commission website: http://www.energy.ca.gov/portfolio/documents/rps_verification.html . Fill in all requested information. Email the completed form and supplemental documentation to RPSTrack@energy.ca.gov or mail a hard copy to the address on the Info page of the form.

Updates to the Reporting Process for 2015

There have been a few changes to the reporting process for POU's since the 2014 reports were submitted. These changes include:

- 1) An updated POU Compliance Report (CEC-RPS-POU form) was posted on the Energy Commission's website for 2015 reporting.
 - The years have been updated to reflect 2015 as "actual" instead of "forecast"
 - A new tab has been added for a POU meeting the criteria of section 3204 (a)(10) of the regulations (Merced Irrigation District)
 - The Narratives tab includes annual reporting on energy consumption, pursuant to section 3207 (c)(2)(I)
 - The 399.30(j) Eligibility tab has been removed because it is duplicative of the 399 form
 - All other functionality has stayed the same. Please note that only new/amended contracts need to be reported.
- 2) POU's must use WREGIS' CA e-Tags Report to report 2015 e-Tag data. If e-Tag data is not available in WREGIS, the CEC-RPS-e-Tag form may also be used. The Energy Commission will no longer accept the Matched e-Tags Report.
- 3) Note that Energy Commission staff are currently developing an online RPS database system, which will be used for all LSE and generator RPS reporting requirements. It is anticipated that the RPS verification process will switch to the online RPS database system in Fall 2016. All 2015 RPS reports will need to be submitted as outlined in the tables above, and will not need to be resubmitted once the online RPS database system is in use.

Introduction to WREGIS Generator Registration and Reporting

Information about registering a generating facility with WREGIS can be found on the WREGIS website at www.wregis.org by selecting "Join WREGIS," under the "Generating Unit Registration" header. Training slides are available on the WREGIS website at: <https://www.wecc.biz/TrainingAndEducation/Pages/WREGIS.aspx>. Contact the WREGIS Help Desk at wregishelp@wecc.biz 888-225-4213 for additional assistance.

REC Retirement Reporting for Retail Sellers and POU's

A. Initial Steps for Using WREGIS

LSEs must report annually to the Energy Commission on the number of RPS eligible RECs they retire for the RPS for the previous calendar year. POU's must additionally report information regarding energy scheduled into a California Balancing Authority (CBA), either from an RPS-certified facility not directly connected to a CBA or from a facility providing incremental

electricity scheduled into a CBA to firm and shape renewable energy. To prepare for reporting this information to the Energy Commission, each LSE should ensure it has completed and submitted a current WREGIS Account Holder Disclosure Authorization release form to WREGIS authorizing WREGIS to release its company's RPS compliance information to the Energy Commission. The WREGIS Account Holder Disclosure Authorization form can be downloaded from the WREGIS website at www.wregis.org by selecting "Join WREGIS," under the "Account Forms" header.

In the Disclosure Information section of the WREGIS Account Holder Disclosure Authorization form, please include the following:

Authorized Recipient: CEC
Contact Name: Theresa Daniels
Contact Address: 1516 9th St., MS-45
Contact City, State, Zip/Postal: Sacramento, CA 95814
Contact Telephone: 916-654-4469
Contact Email: RPSTrack@energy.ca.gov

Retail sellers, in addition to authorizing WREGIS to release information to the Energy Commission, must authorize WREGIS to release information to the California Public Utilities Commission (CPUC). In the Disclosure Information section of an additional WREGIS Account Holder Disclosure Authorization form, please include the following:

Authorized Recipient: CPUC
Contact Name: Robert Blackney
Contact Address: 505 Van Ness Ave
Contact City, State, Zip/Postal: San Francisco, CA 94102
Contact Telephone: 415-703-3072
Contact Email: rpscompliance@cpuc.ca.gov, and robert.blackney@cpuc.ca.gov

Instructions for the following steps for using WREGIS for RPS compliance are provided in Section VI. Annual LSE Reports in the *RPS Eligibility Guidebook, Eighth Edition*¹:

1. Instructions for **creating designated "CA RPS" retirement subaccounts** - For 2015 reporting, the retirement subaccount should be named depending on the LSE type and the expected REC Portfolio Content Category (PCC) classification.
 - a. POU's within a CBA, the retirement subaccounts must be named:
 - i. 2015 CA RPS PCC0
 - ii. 2015 CA RPS PCC1
 - iii. 2015 CA RPS PCC2
 - iv. 2015 CA RPS PCC3

¹ The *RPS Eligibility Guidebook, Eighth Edition* can be found on the Energy Commission webpage at this link: <http://www.energy.ca.gov/renewables/documents/index.html#rps>

- b. POU's not within a CBA, the retirement subaccounts must be named:
 - i. 2015 CA RPS PCC0
 - ii. 2015 CA RPS BNDL
 - iii. 2015 CA RPS TREC
- c. The retirement subaccount name for retail sellers must be:
 - i. 2015 CA RPS RTSL


Instructions for **retiring WREGIS Certificates** into retirement subaccounts – To retire a WREGIS Certificate for RPS compliance, you must retire the Certificate(s) by transferring them from your Active Subaccount to the appropriate Retirement Subaccount for that reporting year. Follow the instructions for a certificate transfer in the WREGIS training slides <https://www.wecc.biz/Administrative/WREGIS%20User%20Training%20Slides.pdf>. You must select Forward Transfer, Standing Order, or One-Time Transfer, as appropriate. Additionally, Forward Transfers and the Standing Order Transfers can be set up for contracts executed before January 1, 2005, that do not contain explicit terms and conditions specifying the ownership or disposition of the REC's, and contracts executed after January 1, 2005, pursuant to the federal Public Utility Regulatory Policies Act of 1978. Setting up these automatic certificate transfers will ensure that procurement from these contracts is not traded and is counted toward the retail seller's or POU's RPS obligations, although this is not recommended by WREGIS as retirements are final

2. To retire certificates in WREGIS:

- a. Identify the desired Generating Unit(s) and Generation Month(s) representing the certificates you wish to retire by checking the box(es) next to it. Enter the certificate quantity from the batch(es) that you wish to transfer to your CA RPS retirement subaccount. Select the "Batch Transfer" at the top of the screen, and click the "Retirement" radio button.
- b. In the drop-down box of retirement subaccounts in the retirement section, select the retirement subaccount you created for a specific reporting year.
- c. Under "Retirement Type," select the box next to "Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard."
- d. Under "Retirement Details," select "California" for "State/Province" and select 2015 for "RPS Compliance Period."
- e. Under "Reason," the options to select are "In-State Power/Province Resource" or "Out of State/Province Resource –eTag..." Because SB X1-2 distinguishes Certificates between facilities interconnected to a California balancing authority (CBA) and those not interconnected to a CBA, for purposes of SB X1-2 the option "In-State Power Purchase" should be selected for WREGIS certificates from facilities interconnected (directly connected) to a CBA. The option "Out of State/Province Resource" option should be selected for WREGIS certificates from

facilities not interconnected (not directly connected) to a CBA. In some cases the applicable deliveries may not be available in WREGIS, load serving entities must report any Out of State/Province Resources using WREGIS, but in these cases you should select “Out of State/Province Resource – e-Tag Not Available in WREGIS,” and submit delivery information using the CEC-RPS-e-Tag form.

- f. Select “Submit.”
3. Instructions for **importing e-Tags** into your WREGIS account – A summary of the process is provided below. This only applies to LSEs who must demonstrate final e-Tag schedule data for PCC1 and PCC2 claims as part of their RPS compliance. Please note that retail sellers should follow these instructions but submit their e-Tag Report to the CPUC instead of the Energy Commission. Additionally, you must follow the WREGIS NERC e-Tag Training Slides located on the WREGIS website at:
<https://www.wecc.biz/TrainingAndEducation/Pages/WREGIS.aspx>.
 - a. For the e-Tags to be imported into WREGIS, the e-Tags must contain both the appropriate Purchasing-Selling Entity (PSE) code for the Entity whose WREGIS account the e-Tags will be imported into, and the generator’s RPS identification (ID) number.
 - b. Note that the WREGIS Administrator adds Purchasing Selling Entity (PSE) Codes to your WREGIS account by written request (either mail or email) to the WREGIS Administrator. These codes can be obtained from your scheduler.
 - c. Your scheduler must enter your RPS-eligible facilities’ RPS identification number in the Misc. field of the Physical Path of the e-Tag for the corresponding PSE code importing the e-Tags into WREGIS when scheduling energy delivery into California, and it must be in the format “RPS_ID.” A maximum of up to ten RPS ID numbers can be listed in the Misc. field, but must be on one line only of the physical path. The RPS ID number is provided by the Energy Commission and is located on the Energy Commission’s website at:
http://www.energy.ca.gov/portfolio/documents/rps_certification.html.
 - d. The e-Tags available in your WREGIS account may be viewed by selecting “e-Tag Summary Report” in the “Account Holder Reports” module. If you have requested the service but do not see any tags in your WREGIS account, please check with your schedulers to ensure that the tagging guidelines have been followed.
 4. Instructions for **filing a State/Provincial/Voluntary Compliance Report** from WREGIS
 - a. Select the “State/Provincial/Voluntary Compliance Report” from the “Account Holder Reports” module.
 - b. Use the drop-down boxes “From Month” and “To Month” to specify the retirement month and year during which the certificates were retired in WREGIS (NOT the vintage month/year).

- c. Under "Retirement Subaccounts," select "All Subaccounts."
- d. Under "Retirement Type," select "State/Provincial Portfolio Standards" and select the "Go" button.
- e. Use the filter at the top of the "SubAccount" column and enter 2015.
- f. Please double-check your report to ensure that all information is correct and complete. The State/Provincial/Voluntary Compliance Report only needs to contain the headers below; additional columns will be removed:
 - i. Account Holder
 - ii. SubAccount
 - iii. Retirement Types
 - iv. State/Province
 - v. Certification #
 - vi. Compliance Period
 - vii. WREGIS GU ID
 - viii. Generator Plant-Unit Name
 - ix. Fuel Type
 - x. Vintage Month
 - xi. Vintage Year
 - xii. Certificate Serial Numbers
 - xiii. Quantity
 - xiv. eTags
 - xv. eTag Matched
 - xvi. eTag
 - xvii. Action Date
- g. Click the icon  on the upper far right of your State/Provincial/Voluntary Compliance Report to "Export." This will open a pop-up screen titled "Report Export Request."
- h. The report with 2015 RPS claims must be submitted electronically to the Energy Commission by July 1, 2016.
- i. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format."

- i. All LSEs send reports to:

Contact Name: CEC-Theresa Daniels
Contact Address: 1516 9th St., MS-45
Contact City, State, Zip/Postal: Sacramento, CA 95814
Contact Email: RPSTrack@energy.ca.gov


- ii. Retail Sellers ONLY – also send reports to:

Contact Name: CPUC-Robert Blackney
Contact Address: 505 Van Ness Ave
Contact City, State, Zip/Postal: San Francisco, CA 94102
Contact Email: rpscompliance@cpuc.ca.gov, and
robert.blackney@cpuc.ca.gov

- iii. Select “Request” to submit.

- 5. **Instructions for filing an e-Tag Summary Report** – A summary of the e-Tag reporting process is provided below.

POUs with PCC1 claims from non-CBA facilities and/or PCC2 claims are required to submit a “CA e-Tags Report” to report e-Tags that are matched with claims in the “State/Provincial/Voluntary Compliance Report.” Please confirm that your e-Tags are in your WREGIS account before filing your State/Provincial/Voluntary Compliance Report. A summary of the reporting process is provided below.

- a. Go to www.wregis.org and login to your account by selecting the “WREGIS Login” button on the left hand side of the page.
- b. Select the “eTag Summary Report” from the “Account Holder Reports” module on the left side of your screen. Select the tab labeled “CA eTags” to view the “CA e-Tags Report.” The Energy Commission will no longer accept the “Matched e-Tags Report,” or “Available e-Tag Summary Report.”
- c. Use the drop-down boxes “From Month” and “To Month” to specify the date range of the e-Tags matched to certificates in your WREGIS account and select the “Go” button.
- d. Please double-check your report to ensure that all information is correct and complete.
- e. Click the icon  on the upper far right of your CA e-Tags Report to “Export.” This will open a pop-up screen titled “Report Export Request.”
- f. Select “Email” radio button at the top of the pop-up window and “CSV” at the bottom by “Report Format.” POU's enter the following contact information:

Contact Name: CEC-Theresa Daniels
Contact Address: 1516 9th St., MS-45
Contact City, State, Zip/Postal: Sacramento, CA 95814
Contact Email: RPSTrack@energy.ca.gov

- i. Select “Request” to submit.

B. Reporting using Interim Tracking System

The *RPS Guidebook* requires that all generation being claimed for the RPS be tracked in WREGIS by January 2014. The CEC-RPS-Track form may only be used by POUs reporting any non-aggregated claims with a vintage month and year of December 2013 and earlier that has not yet been reported and was not tracked in WREGIS.

The CEC-RPS-Track form may also be used, upon request, in limited situations where generation from a WREGIS prior period adjustment needs to be reported outside of WREGIS to accurately report the generation in the month and year that it occurred.

POUs are allowed to use the CEC-RPS-e-Tag form for reporting e-Tag data if the e-Tags are not available in WREGIS. The CEC-RPS-e-Tag form can be found on the Energy Commission's webpage at:

http://energy.ca.gov/portfolio/pou_rulemaking/documents/Final_Reporting_Forms/CEC-RPS-eTag.xlsx.